



# City of Portsmouth

Office of the City Manager

728 Second Street  
Portsmouth, Ohio 45662



**TO:** Mayor Sturgill and City Council  
**FROM:** City Manager Derek K. Allen, ICMA-CM ~~DKA~~  
**DATE:** June 16, 2014  
**RE:** City Manager's Report June 23, 2014

## **ADMINISTRATION**

City crews assisted in the community clean up day by providing staff for operating the transfer station and contributing trucks and drivers for the June 7, 2014 community cleanup being conducted by Judge Mowery. Water Director Sam Sutherland, Renee Matiz and I volunteered our time.

I attended the training session on economic development presented to the community leaders as well as the SOPA Board members. I also attended the SOPA Board meeting last week.

We have been working on resolving many of the issues related to our network and our computer systems. I have been working with CMI, our finance software provider, regarding our financial system upgrade.

## **PERSONNEL**

Renee Matiz continues to process an inordinate amount of workers' compensation claims.

Wastewater Director Rick Duncan is expected to be off work for an extended period of time this summer and Rick Nichols will be filling in during Mr. Duncan's absence.

Fire Department employee Russell Lewis submitted his retirement effective June 3, 2014. The Civil Service Commission gave a firefighter entrance exam on Saturday, June 14, 2014. Once a list is generated the Fire Department will begin the process of filing the position.

Josh Gray has been offered the position of Wastewater Plant Operator in Training. This was a position that had been requested to be filled even before my arrival and we held off for as long as possible before filling.

Barry Nagle accepted the Fleet Manager position vacated by Thomas Bradley who took the Sanitation Supervisor position vacated by the retirement of Larry Mitchell.

Jo Ann Aeh resigned as secretary of the Civil Service Commission. It would be my recommendation that this assignment be given to someone currently on staff at an expense less than is currently paid as a method cost savings to the city.

## **COMMUNITY DEVELOPMENT**

The Riverfront electric project is on-going and should be completed as soon as AEP makes the final connection to the new equipment.

## **WATER DEPARTMENT**

The following leaks were repaired since last report.

June 4, 2014: 6" main on Hinkley Hollow and a 6" main in the creek by New Boston Elementary School.

June 5, 2014: 6" main on Calverts Lane, West Portsmouth.

June 9, 2014: 6" main on Cleveland Ave.

June 11, 2014: 1 ½ "line on Rosemount Road.

June 13, 2014: 4" main on Pennsylvania Ave.

### Hydrant Painting

Crews painted fire hydrants from the west city limits (OSCO) along 11<sup>th</sup> and 12<sup>th</sup> Streets to Buch Street. Hydrants were painted on 12<sup>th</sup> Street, Chillicothe and 12<sup>th</sup> Streets, Chillicothe and 8<sup>th</sup> Streets.

### Hydrant Repairs/Replacements

Hydrants were rebuilt at 1400 block of 9<sup>th</sup> Street and at 12<sup>th</sup> and Offnere.

June 9, 2014: Replaced hydrant on Sherman Road, rebuilt hydrant at Sherman and Coles Blvd.

June 11, 2014: Rebuilt hydrants at Mabert Road and Altimont Street.

June 12, 2014: replaced 4" valve on hydrant at 800 block of Offnere Street.

The rest of the week consisted of service line repairs, hole preparation for asphalt and concrete, disconnect and reconnects for non-payments, utility line locates and work orders from the office.

## **WASTEWATER DEPARTMENT**

The City received today a report from the Army Corp. of Engineers dated May 22, 2014 concerning an inspection conducted last November regarding the levy. There are areas of concern that should be addressed and this report was passed along to staff to address the issues.

There was flooding of basements on Grandview following the deluge that occurred on Monday, June 9, 2014.

The pumps on the Offnere Street underpass were operating but could not keep up with the amount of water that was unleashed in such a short time period.

The City will be installing warning lights on the Offnere Street underpass similar to the ones at the 16<sup>th</sup> Street underpass near Robinson.

## **PUBLIC SERVICE DEPARTMENT**

### Pool

The pool is open and is operating as well as can be considering the condition of the facility.

### Sanitation

The transfer station has been operating without any major problems.

### Cemetery

Over the weekend a motorist crashed into the fence surrounding the cemetery. A police report was made and we are looking into having the fence repaired. The motorist claimed to have insurance but that has yet to be verified.

### Traffic

The traffic crews have been painting the curbs yellow in no-parking areas.

## **ENGINEERING**

Preliminary steps have been undertaken to begin a code enforcement program. Staff has been removing illegal signage from the public right-of-way.

The road repair on Oakland Boulevard is held up by Columbia Gas and our need to have them relocate a gas line located in the road slip. They advised that the gas line relocation would be scheduled 60 days after they conduct their internal design.

The same construction firm conducting the work on Oakland Boulevard is conducting the work on Blue Rock.

## **FIRE**

The Fire Department has been painting fire hydrants and will continue to do so this summer.

## **POLICE**

Special recognition was given to the two officers that went above the call of duty in rescuing a stranded motorist from the flooded Offnere Street underpass.